



HIGH PERFORMANCE
LEARNING CENTER

EMPOWERING SUCCESS

Registration Information for Certificate Programs

1. To **register** for a **certificate program**, please fill out the applicable registration form enclosed or available at www.riversideca.gov/human/m3p. Please ensure that you fully satisfy the 'Eligible Participants' conditions relevant to your chosen program, including Supervisor/Manager approval, and if required, your Department Head's nomination.
2. **Send** your completed registration form to the M³P High Performance Learning Center, Human Resources Department, 3780 Market St., Riverside 92501, or via Fax: 951-826-2552. Forms must be received at least *10 business days* prior to the commencement of the trimester for which you are registering. However, subject to availability, late registration may be possible.
3. If your registration is accepted, you will be **automatically enrolled** into ALL course sessions necessary for your chosen certificate program and scheduled in the trimester for which you are registering. Prior to submitting your completed registration form, please ensure your *likely* availability to attend ALL required sessions.
4. For **schedule details**, please refer to page 20 for a quick reference calendar or www.riversideca.gov/human/m3p for a comprehensive, up-to-date online calendar.
5. If you are **unable to attend** any particular session, it is *your responsibility* to contact the M³P High Performance Learning Center (Ph: 951-826-5269 or E-mail: m3p@riversideca.gov), at least *5 business days* prior to that session, to make alternative arrangements. Failure to do so may incur a *cancellation fee* of \$50 charged to your Department. However, exceptional circumstances will be given due consideration.
6. In the event of **over-subscription** for an entire certificate program, the additional participants (as determined by the order in which registration forms are received by M³P High Performance Learning Center), will be placed on a waiting list for the next scheduled offering of that complete program. Generally, this will be in the subsequent trimester. However, based on the demand for particular programs as well as on available resources, multiple sessions may be offered in the same trimester for all courses within that program. Please check the online calendar at www.riversideca.gov/human/m3p regularly for any updates.
7. You will usually be advised of your **enrollment status** at least *5 business days* prior to the commencement of the trimester for which you are registering.

Special Notes

Note 1: Re: **SHIELD Certificate** – if you have already completed *New Employee Orientation* (NEO), you are eligible for an exemption from this course. If you wish to request this exemption, please check the designated box on your registration form.

Note 2: **SOAR Technology** – to register, please use the 'Registration form for SOAR Technology participants'.

Note 3: Re: **SMART Certificate Level 1 and PACE Certificates** – upon enrollment in any of these certificate programs, all necessary details for accessing the relevant SPEC modules will be forwarded to you via e-mail.



REGISTRATION FORM FOR CERTIFICATE PROGRAMS

PARTICIPANT DETAILS

Name:

Employee ID:

Job Title:

Department:

Division:

Contact Information: Phone/Extension -

E-Mail -

How long have you been in your current job? ____ Years ____ Months

How long have you been employed by the City of Riverside? ____ Years ____ Months

☐ I fully satisfy the "Eligible Participants" conditions relevant to my chosen certificate program(s).

Signature:

Date:

CERTIFICATE PROGRAM DETAILS (Current as at 02/14/08)

You may use this form to register for one certificate program in the 2008 Spring Trimester. Please check the appropriate box. If your registration is accepted, you will be automatically enrolled into all course sessions necessary for your chosen program and you will be notified accordingly, at least 5 business days prior to the commencement of the Trimester.

2008 Spring Trimester (03/01/08 – 06/30/08)

☐ SHIELD Certificate (☐ NEO completed)

☐ ~~PACE Certificate Level I~~ (See Note 2)

☐ ~~SOAR Certificate~~ (See Note 1)

☐ PACE Certificate Level II

☐ ~~SMART Certificate Level I~~ (See Note 1)

☐ SMART Certificate Level II

NOTE 1: There is no remaining availability for this certificate.

NOTE 2: This certificate has been canceled for the Spring trimester only.

NOTE 3: To register for SOAR Technology Certificate courses please use *registration form for SOAR Technology Participants*.

SUPERVISOR/MANAGER APPROVAL DETAILS

Name:

Job Title:

Contact Information: Phone/extension -

E-mail -

☐ Approval Granted

Signature:

Date:

DEPARTMENT HEAD'S NOMINATION DETAILS (if required)

Department Head:

OR

Authorized Department Delegate:

Job Title:

☐ Nomination Confirmed

Signature:

Date:

Send your completed registration form to: M³P High Performance Learning Center, Human Resources Department, 3780 Market St., Riverside 92501, or via fax: (951) 826-2552.

For comprehensive program and registration information: please refer to our Learning Reference, or visit our website at www.riversideca.gov/human/m3p.

For any questions or comments: please contact us at Ph: 951-826-5269 or E-mail: m3p@riversideca.gov.